

MADERA COUNTY

ASSISTANT DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under administrative direction of the Director of Human Resources, to plan, direct, manage, and oversee the functions of the Madera County Department of Human Resources, including classification, compensation, employer/employee relations, recruitment and selection, equal opportunity employment, and management/employee training and development; to serve as the Director of Human Resources, upon request, or in the absence of the Director; to serve as staff to the Civil Service Commission; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in the planning, directing, managing, and coordinating of the functions and operations of the County's personnel programs and services including classification and salary administration, employer/employee relations which includes contract, grievance, and appeal administration, recruitment and selection under equal employment opportunity and merit principles, budgetary position control, affirmative action, and management/employee development; assists in the detailed preparation, administration, and monitoring of the department's budget and expenditures; advises the County Administrative Officer and Board of Supervisors on personnel matters as directed; participates and presents items in closed sessions with the Board of Supervisors on personnel and employee relations matters; serves as secretary and professional staff to the Civil Service Commission as assigned; confers with and advises County management, employees, labor representatives, representatives from other governmental agencies, and the public regarding Human Resources programs, policies, and procedures; resolves sensitive and complex personnel or organizational issues or complaints; develops recommendations for changes to personnel policies, rules, or procedures; interprets and enforces all personnel rules and regulations; assists in the development, implementation, and application of personnel policies, rules, and strategies; consults with management and employee organizations; coordinates personnel programs as assigned; directs, manages, supervises, trains, and evaluates assigned staff; prepares and presents reports; serves as Director of Human Resources upon the request or in the absence of the Director; and conducts special assignments as directed.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public and personnel administration, organization and management.
Technical personnel principles and practices.
Principles and practices of employee relations and the collective bargaining process as it pertains to the public sector.
Principles and techniques of management and program administration.
Principles and practices of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations including public sector labor laws.
Principles and practices of budget development, preparation, and fiscal management.
Principles of position control.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the personnel functions of the County.
Prepare and present accurate and comprehensive reports and recommendations.
Supervise, train, and evaluate the work of assigned staff.
Negotiate, implement, and administer collective bargaining agreements.
Analyze complex administrative and organizational issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Exercise sound judgment within general policy guidelines and general administrative direction.
Develop and prepare an assigned budget and control expenditures.
Effectively represent the County's interests within conflicting, diverse, and complex issues and situations.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with public officials, administrators, employees and others contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of progressively responsible professional level personnel administration experience including two years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in personnel administration, public administration, business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: October, 2005